

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: ME-AN D. VILLAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	4.8 x 70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.5
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: OUTSTANDING

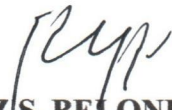
Prepared by:

  
**ME-AN D. VILLAS**  
Name of Staff

Reviewed by:

  
**ROTACIO S. GRAVOSO**  
Department/Office Head

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

2545

Exhibit B

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ME-AN D. VILLAS, of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2019.

ME-AN D. VILLAS

Ratee

Approved:

ROTACIO S. GRAVOSO

Head of Unit

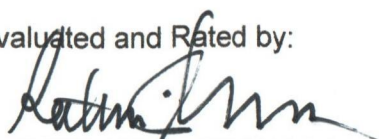


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer-friendly frontline service	Number of clients & visitors served	Entertain inquiries from clients and visitors	375	380	5	5	5	5.00	No complaint from clients served
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	60	65	4	5	5	4.67	No complaint from clients served
	Number of emails, Facebook messages, telephone calls, and cellphone calls/texts answered and replied	Email, answer and replies thru Facebook messages, telephone calls, cellphone calls/texts from extramural students	350	300	5	5	5	5.00	No complaint from clients served
Online Services (updates for the VSU e-learning website)	Maintained Page for VSU-openU	Maintain FB page for VSU OpenU	1	1	4	5	5	4.67	OU Facebook Page
	Number of user accounts created/maintained	Create user accounts for students and teachers	35	40	5	5	4	4.67	Maintained 40 user accounts
Advanced and Higher Education Services	Number of Instructional Materials sent to students	send soft copy of Instructional Materials to extramural students	45	50	5	5	5	5.00	sent 50 via email
	Number of instructional Materials printed for on-campus students	Print Instructional materials for students on-campus (per order basis)	15	20	5	4	5	4.67	printed 20 instructional materials
	Number of M.Ag.Dev. students enrolled in distance education	Facilitates the enrolment of M.Ag.Dev graduate students	30	39	5	5	4	4.67	Facilitated enrolment of the 31new and 8 continuing M.Ag.Dev. students
	Number of new M.Ag.Dev. enrollees	Facilitates admission and enrolment of new students	4	31	5	5	4	4.67	New Enrollees for M.Ag.Dev., including 9 MS enrollees taking extram subjects

Control No - 104

	Number of classes evaluated for Teaching Performance Evaluation by Students	Facilitates the conduct of Teaching Performance Evaluation of Teachers by Ansci students	30	30	5	5	5	5.00	Conducted evaluation of 19 classes for Teaching Performance Evaluation, 2nd Sem SY 2017-2018
<b>Total Over-all Rating</b>								<b>48.00</b>	
<b>Average Rating (Total Over-all rating divided by 4)</b>				<b>4.80</b>	<b>Comments &amp; Recommendations for Development Purpose</b>  She is dependable and can work with minimum supervision. Keep up the good work				
<b>Additional Points:</b>									
<b>Punctuality</b>									
<b>Approved Additional points (with copy of approval)</b>									
<b>FINAL RATING</b>				<b>4.80</b>					
<b>ADJECTIVAL RATING</b>				<b>Outstanding</b>					

Evaluated and Rated by:



**ROTACIO S. GRAVOSO**

Head, OPO/MMDC/VPP

Date: \_\_\_\_\_

Recommending Approval:

*U/A*

\_\_\_\_\_  
Dean/Director

Date: \_\_\_\_\_

Approved by:



**BEATRIZ S. BELONIAS, Ph.D.**

VP for Instruction

Date: \_\_\_\_\_

1 - quality      2 - efficiency      3 - timeliness      4 - average



**PERFORMANCE MONITORING FORM**

January to June 2019

Name of Employee: **Me-an D. Villas**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Entertain inquiries from clients and visitors	375 clients served	January 2019	When there are visitors	January to December 2019	Impressive	Very satisfactory	380 clients served
2	Answer and relay telephone calls for other staff	60 calls answered	January 2019	When there are calls	Every time there are calls until June 2019	Impressive	Very satisfactory	65 calls answered
3	Send emails; answer queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	350 emails, messages sent	January 2019	Immediately after emails/inquiries are received	January to December 2019, immediately after emails/inquiries are received	Impressive	Very satisfactory	300 emails, messages sent
4	Maintain FB page for VSU OpenU	1 FB page maintained	January 2019	Throughout the year	Throughout the year	Impressive	Very satisfactory	1 FB page maintained
5	Create user accounts for students and teachers	35 user accounts created	January 2019	June 2019	Within January to June 2019	Very impressive	Outsatnding	40 user accounts created
6	Send soft copy of Instructional materials to extramural students	45 copies of Ims sent to extramural student	January 2019	Within January to February 2019	January to February 2019	Impressive	Very satisfactory	50 copies of Ims sent to extramural student
7	Print instructional materials for student on-campus (per order basis)	15 copies of IM's printed	January 2019	Not to exceed one week after order is received	Three to 4 days after order is received (including binding)	Impressive	Very satisfactory	20 copies of IM's printed
8	Facilitates admission and enrolment of MagDev graduate students	30 graduate students enrolled	January 2019	December to January 2019	December until 1st week of January 2019	Very impressive	Outsatnding	39 graduate students enrolled

9	Facilitates the conduct of Teaching Performance Evaluation of Teachers by AnSci students	30 TPES conducted	May 2019	before Final exam May 2019	Before Final Exam	Impressive	Very satisfactory	30 TPES conducted
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\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



**ROTACIO S. GRAVOSO**  
Head, OPO/MMDC/VPP



## Instrument for Performance Effectiveness of Administrative Staff

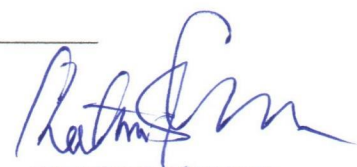
Rating Period: January to June 2019Name of Staff: ME-AN D. VILLASPosition: Administrative Assistant II

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		60				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score		5.00				

Overall recommendation : \_\_\_\_\_

  
**ROTACIO S. GRAVOSO**  
 Head, OPO/MMDC/VPP



2575


PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)

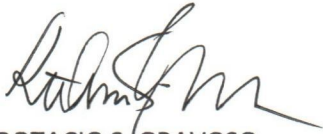
Head of Office: Rotacio S. Gravoso

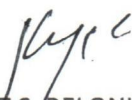
Number of Personnel: Me-an D. Villas

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Entertaining inquiries from clients and visitors	x				
Answering and relaying telephone calls for other staff	x				
Answering queries of exramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x	x			
Maintaining the FB Page fro VSU OPenU	x	x			
Creation of user accounts for students and teachers	x				
Sending of soft copies of instructional materials to extramural students	x				
Printing of instructional materials for students on-campus (per order basis)	x				
Facilitating admission and enrolment of MAGDEV graduate students	x	x			
Facilitating the conduct of Teaching Perfomance Evaluation of Teachers by Animal Science students	x				
<b>Coaching</b>					
Answering queries of exramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x				
Creation of user accounts for students and teachers	x				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:   
ROTACIO S. GRAVOSO  
Head, OPO

Noted by:   
BEATRIZ S. BELONIAS  
VP for Instruction